

City of Wylie Parks and Recreation Department Instructors Wanted

Share your creative talent for teaching with your community. We are looking for innovative, talented and proficient instructors.

Penchant
for macaroni art?
Flair for
Salsa Dance?

Your Proposal

Submit an Instructor Class Proposal Form at http://www.wylietexas.gov/departments/parks/_instructors_wanted.jsp to be considered for contract instructor opportunities.

Background Checks

All contract instructors must pass an annual background check.

Instructor Contracts

Instructor Contracts must be renewed in January of each year.

Activity Registration

The City of Wylie Parks and Recreation Department processes all guest registrations and collects all registration fees.

Waivers

Each guest must have a City of Wylie waiver on file prior to participation. The City of Wylie may require the instructor to purchase general liability insurance.

Fees and Instructor Payment

An instructor is generally paid 60% of class fees. Please structure your proposed class fees accordingly.

Activity Refund Policy

A registered guest may withdraw and receive a full credit or refund after the first class. Withdraw requests made after the second class forfeits any credit or refund. Refund requests for one-day activities must be made 24 hours in advance. Some fees, including supply fees are nonrefundable.

Deadlines

Activity set up, contracts and information must be completed as follows:

| Season | Activity Start Dates | Info Deadline |
|-----------------|----------------------|---------------|
| Winter – Spring | January – May | September 1 |
| Summer | June – August | February 1 |
| Fall | September - December | May 1 |

Program Promotion

The City of Wylie Parks and Recreation Department reserves the right to alter activity titles and descriptions for marketing and formatting purposes. As part of the instructor agreement activities may be promoted using some or all of the following media: email, website, flyers and newsletters.

Expectations

Activities may gain popularity over time. Titles, fees, and class descriptions may be adjusted to help increase enrollment at the discretion of the City of Wylie.

ADA

The City of Wylie adheres to the Americans with Disability Act. The Recreation Manager will coordinate assistance with the instructor for individuals that have a disability.

Solicitation

Any implication of, or direct solicitation for instructor services and goods beyond the contents of the instructor contract is strictly prohibited.

Facility, Supplies and Equipment

Activities must adhere to facility rules, capacity, available supplies and equipment.

Questions?
recreation@wylietexas.gov

